

Stephanie Leon
Paralegal

INVOICE

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INVOICE: 2024-4
DATE: 4/01/2024

TO:
Puerto Rico Chief Federal Monitor

FOR:
Paralegal Services

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
03/01/2024	-Communication exchanges/phone call with Sergeant Pablo Gonzalez Serrano (PRPB) -Communication exchanges with Monitor Rafael Ruiz -Assisted Monitor Rafael Ruiz to discuss Searches and Seizures -Emailed CMR-10 2.2 Data Validation to David Levy -Organized notes	4.75	90.00	427.50
03/04/2024	-Assisted Monitor Donald Gosselin with meeting to discuss administrative complaints and internal investigations -Translation for Data request 3.1	4.25	90.00	382.50
03/05/24	-Sent data request 3.1 translation to David -Read/responded to emails	1.50	90.00	135.00
03/11/2024	-Communication exchanges with team members/monitors -Email with Joan Maldonado (PRPB) -Read/responded to emails -Organized meetings -Organized notes	1.75	90.00	157.50
03/15/2024	-Communication exchanges with team members/monitors -Assisted Monitor Donald Gosselin with meeting to discuss administrative complaints and internal investigations/organized notes	2.75	90.00	247.50
03/18/2024	-Attend meetings at PRPB Headquarters -Organized the notes of the day	8.00	90.00	720.00
03/19/2024	-Site visit in Fajardo with team members -Organized the notes of the day -Communication exchanges with team members	8.00	90.00	720.00
03/20/2024	-Attend meetings at PRPB Headquarters -Town hall meeting at Inter American University metro campus	8.00	90.00	720.00
03/22/2024	-Communication exchanges with team members/monitors -Calls with team members and monitors -Emailed attorney Esthermarie Torres from PRPB -Read/responded to emails	1.50	90.00	135.00
03/25/2024	-Communication exchanges with team members/monitors -Email exchanges with attorney Esthermarie Torres from PRPB -Created calendar invites/Organized meetings -Organized notes	1.75	90.00	157.50
03/26/2024	-March 253 Meeting -Assisted with the promotion's meeting/notes -Assisted Monitor Rafael Ruiz for meeting to discuss Policies and Procedures -Communication exchanges with team members/monitors -Organized notes	4.50	90.00	405.00
03/30/2024	-Communication exchanges with team members/monitors -Read self-assessment report -Read/responded to emails	2.25	90.00	202.50
	TOTAL 49 HRS @ \$90			\$4,410.00

S/STEPHANIE LEON I HEREBY CERTIFY THAT THE AMOUNT BILLED IN THIS INVOICE IS TRUE AND CORRECT IN MY CAPACITY AS A MEMBER OF THE FEDERAL MONITORING TEAM. I FURTHER CERTIFY THAT I HAVE NOT RECEIVED ANY INCOME, COMPENSATION, OR PAYMENT FOR SERVICES RENDERED UNDER A REGULAR EMPLOYMENT OR CONTRACTUAL RELATIONSHIP WITH THE COMMONWEALTH, OR ANY OF ITS DEPARTMENTS, MUNICIPALITIES OR AGENCIES.